

FINELINE

A Division of Finance monthly communication service

State of Utah

Department of
Administrative
Services

June 2006

Countdown to New FINET Begins

Just about this time during any major project similar to the New FINET project, an article comes out somewhere announcing the number of days left until the project ends and the goal is reached.

This is that article. As of today, the 30th of May, we now have only 24 business days left in the New FINET upgrade project. It's hard to believe that we've now been working on this for about two years, and this last month (or 24 days) will perhaps be the busiest days of the project.

During the next three weeks we will load appropriation, revenue, and expense budgets, we will complete a final conversion of vendor and commodity codes, we will set up security for everyone who has turned in a security form, we will complete the set up of every department's organization structure and necessary coding elements, we will conduct more training classes, and we will complete a "shake down" test of New FINET the week before we open the system.

When we started this project two years ago, we had in mind that although this would move FINET from a mainframe to the web, this really would only be an upgrade to the current system. In reality, as most of you who have taken training know by now, this is not an upgrade, we've implemented a new financial for the State of Utah.

Thanks to all of you who have worked so hard during this project: department technical teams who worked hard to change their systems to create new interfaces for FINET, budget and accounting officers who have had to take Old FINET organization structures and cost accounting elements and transition them to New FINET, the FINET user community who have dedicated time and effort to attend training classes and learn new business processes for the new system and volunteers who have worked with us during prototype and user acceptance testing. Your efforts and sacrifices are greatly appreciated. Our New FINET project team in Finance continue to put in long hours to have the system ready for all of us on July 3rd. Happy Fiscal New Year!

New Data Warehouse Compliments New FINET Beautifully

The new FINET upgrade will influence every element of our current procedures, including where the data you report is kept and the underlying file structures that manage that data. During this conversion process, the current data stored in Data Warehouse needs to be maintained concurrently with the new data in the new system. The changes in the new FINET were too great to convert the current tables so a new database was built called StateDW. This process required partitioning the machine that houses the current production Data Warehouse and building an additional Sybase database on it. Careful analysis was done to ensure you would have information that is comparable to what is available in the current production Data Warehouse. In addition, we have added necessary fields that will be used in creating the FINET reports which will only be available through the Data Warehouse.



Users are now connecting to StateDW and familiarizing themselves with the new database. A new data booklet is available for your reference. The data booklet will be modified and added to as informational needs are defined. If you want to receive the updates to the data booklet, connection information, training information, or just find out where things are and what's available, you can add your name to our email list by going to www.finance.utah.gov/datawarehouse/email.htm.

Please be aware, if you have queries you are using with the current Data Warehouse, you will need to recreate them using StateDW. Be sure to save your old queries! The current Data Warehouse is not going away.

Rate Changes



As of July 1, 2006, the following rate changes will go into effect:

- The mileage reimbursement for use of a private vehicle on official state business if a fleet vehicle **is** available will remain at 32 cents per mile. If a fleet vehicle **is not** available the rate will increase from 40.5 cents per mile to 44.5 cents per mile, which is the same rate allowed by the IRS.
- The base rate for hotels in Utah will increase to \$60 per night. The premium cities are not affected by this rate change.

Vendor Registration



The registered vendor list for New FINET has been updated and consolidated into only one list and has been published on the FINET Upgrade website. You can reach the list by clicking on the following link:

<http://www.finance.utah.gov/nxt/gateway.dll?f=templates&fn=default.htm&vid=nxtpub:advfinet>

Please use this vendor list to determine whether the vendors used by your department are registered. If they are not, please work with them to get them registered. You may continue to use the Vendor Registration web page at the following link: <https://www.efinance.utah.gov/vendor>

Do not send out letters to your vendors without first checking to see if they are on the list!
Please contact the FINET help desk at 538-9690 if you have any questions on this process.

Once the browser page comes up, look in the navigation panel on the left. Click on the folder icon next to “All Vendors Registered to Date 05 02 06”, which will expand that folder. Then click on the link “Vendors Registered to Date 05 02 06”. You should then be prompted to either save or open the file. If you click on “Save” you will be able to save the file to your local drive. If you select “Open”, the file will open and you can search it from there using the usual CTL-F find function. If you are not prompted to either “Save” or “Open”, check to see if your browser is blocking the pop-up window (a yellow warning line will appear at the top of your browser).



Try This Out

Check out the training web page located on the upgrade project website!

<http://www.efinance.utah.gov/advfin/learningcenter.php>

June B&A Meeting and Training Set for June 19th

The annual fiscal year-end *Budget and Accounting Officers Meeting* will be held at 8:30 a.m. on Monday, June 19th, in the State Office Building auditorium. This meeting will review year-end closing procedures and changes for the new year.

In conjunction with this meeting, the Division of Finance will offer fiscal year-end accounting training, also on June 19th. Training on the Closeout Process, Year-End Revenue Accounting and Year-End Expenditure Accounting is intended for those who have not previously gone through the fiscal year-end closing process or those who may have questions about how the new FINET system may impact the closing process. We will go over critical dates and answer any questions you may have about the year-end procedures.

Training on the 19th will be in the auditorium and does not require pre-registration. We encourage you to attend these sessions and benefit from the questions and discussions of your associates from other offices. If you are unable to attend on the 19th, the training will be repeated on Tuesday, June 20th; however, registration is required since seating is limited, so register early. You may call 801-538-3082 to reserve your spot.

Times for the classes are:

June 19 **State Office Building, Auditorium**

1:00-1:30 p.m. **Closeout Schedules and Closing Process**

This course will cover the closing schedule and budget closing issues. It is intended for those responsible for year-end closing and reporting.

1:45-3:00 p.m. **Year-End Revenue Accounting**

This course will cover the year-end process for cash receipts cutoff, accounts receivable, deferred revenue, and inter-agency billings. It is intended for those responsible for cash receipts and revenue accounting.

3:15-4:30 p.m. **Year-End Expenditure Accounting**

This course will cover purchasing transactions, petty cash cutoff, accrued expenditures, prepaid expenditures, and inter-agency transactions. It is intended for those who process purchasing transactions, and for those who pay bills and are responsible for expenditure accounting.

June 20 **State Office Building, Room 2108**

8:30-9:00 a.m. **Closeout schedules and Closing process**

9:15-10:30 a.m. **Year-end Revenue Accounting**

10:45-12:00 a.m. **Year-end Expenditure Accounting**

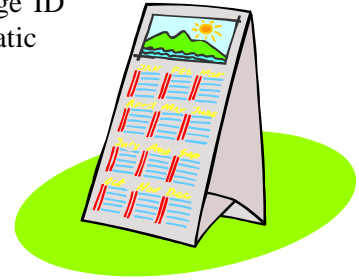


FINET Help Desk 801-538-9690

OLD and NEW FINET Selected Fiscal Year-End Dates

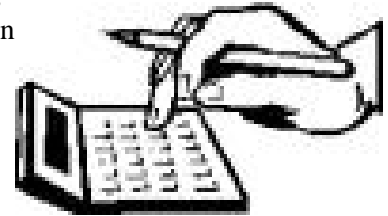
*See the calendars that will be distributed at the June 19 Budget and Accounting Officers meeting for a complete list of fiscal year-end dates.

- June 5** New FINET conversion spreadsheet due date for Elective Charge ID (ELCID, formerly DAS ID), Payroll Mass Change, and Automatic Document Numbering Table (ADNT).
- June 6** Distribute May month-end reports.
- June 19** Distribute open purchase order report (A640) at B&A Officers meeting.
- June 19** Request departments to review REs and INs in OLD FINET for accuracy. Write off uncollectible receivables, correct or remove invalid receivables, and update allowances for doubtful accounts in OLD FINET (prior to conversion on July 21).
- June 30** Last day that you can leave accounting period blank on OLD YEAR documents. After this date you **MUST ENTER** the Accounting Period 12 or 13 and Fiscal Year 06 on all OLD YEAR FINET transactions (otherwise they will reject).
- June 30** Update RACF security log on ID records for changes in ELCID codes. If this is not completed then you will not have access to run your jobs.
- June 30** Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. For cash received after this date enter in NEW FINET on a NEW year cash receipt.
- July 1** NEW year salary and benefit rate changes go into effect. Will affect July 28 paycheck.
- July 3** All new year activity is entered in NEW FINET. All accounting transactions default to accounting period 01/07 with budget FY 07.
- July 7** Finance runs the FIRST Purchase order roll or lapse (EPNY) job (for PCs, PDs & PGs). The default is "No Action". Those marked to ROLL will be converted into NEW FINET and will be available to reference on payments made NEW Year in NEW FINET.
- July 7** Last day to post OLD year FINET documents for June reports.
- July 8** OLD and NEW FINET systems are closed for the weekend for conversion of Master Agreements.
- July 11** Distribute OLD FINET June month-end reports.
- July 14** Single Audit Summary Schedule of Prior Audit Findings due back.
- July 14** First OLD year IAT cutoff. Process after this date only if: (1) the transaction affects only orgs within same line item; or (2) the seller notifies the main budget officer in the buyer agency.
- July 14** Cutoff for July OLD #1 FINET month-end reports.



OLD and NEW FINET Selected Fiscal Year-End Dates - con't

- July 17** Finance distributes July OLD #1.
- July 18** Finance distributes Closing Schedule #1, including non-budgeted line items.
- July 21** Last date to enter or correct OLD Year REs and INs in OLD YEAR, OLD FINET. All OLD Year Receivables will be converted to REs in NEW YEAR, NEW FINET.
- July 21** OLD year cash recording cutoff. For adjustments after this date, please contact Cindy Robinson at 538-3126.
- July 21** Lease information due back to Rob Miles.
- July 21** June OLD year fixed asset reconciliations due back to Rob Miles.
- July 22** OLD and NEW FINET systems are closed for the weekend and holiday for conversion of Accounts Receivable.
- July 28** OLD year check cancellation cutoff.
- July 28** FINAL PAYMENT DATE. Last day to make any OLD Year Payments in OLD FINET. Any payments after this date will be made in NEW YEAR, NEW FINET. Process a closing accrued expenditure IAT for old year payments made in new FINET after this date.
- July 28** Finance runs the FINAL Purchase order roll or lapse (EPNY) job.
- July 28** Last day to process all OLD year petty cash reimbursements.
- July 28** NO MORE OLD YEAR purchasing transactions can be entered in OLD FINET after this date.
- July 28** Cutoff for July OLD #2 FINET month-end reports.
- July 28** Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer).
- Aug. 1** Final calculation of dedicated credits lapsing amounts.
- Aug. 1** Finance distributes July OLD #2.
- Aug. 1** Finance distributes Closing Schedule #2, including non-budgeted line items.
- Aug. 5** Run JULY NEW FINET month-end.



Did You Know

The first U.S. coin to bear the words "United States of America," was a penny piece made in 1727. It was also inscribed with the plain-spoken motto: "Mind Your Own Business."

NEW FINET System Training Update

Training Statistics as of 5/24/06

Number of Classes Taught To-Date:

| | |
|-----------------|----|
| Requisitions | 10 |
| Purchase Orders | 10 |
| Payables | 19 |
| Cash Receipts | 5 |
| Receivables | 5 |

Total Classes 49

Number of Participants Per Course:

| | |
|-----------------|-----|
| Requisitions | 160 |
| Purchase Orders | 239 |
| Payables | 416 |
| Cash Receipts | 191 |
| Receivables | 186 |

Total Students 1,192



Number of Class Hours Taught To-Date:

| | |
|-----------------|----|
| Requisitions | 40 |
| Purchase Orders | 40 |
| Payables | 76 |
| Cash Receipts | 20 |
| Receivables | 20 |

Total Class Hours 196

Interesting Training Facts

Maximum number of locations for a single class: **8**

Largest class (across multiple locations): **56**

Evacuations caused by fire alarms: **2**

Surveys:

Number of course surveys sent: **1,192**

Number of course surveys completed/returned: **243**

Upcoming Classes

Department of Workforce Services - Price
Department of Human Services - Cedar City
Department of Human Services - St. George

Internal Transactions

Initial Classes held 6/1 – 6/6 in Vernal, Price, Ogden, Salt Lake City, and Draper
Registration open

Fixed Assets

Initial Classes held 6/7 – 6/9 in Salt Lake City, Draper & Price
Registration open

Budgets

Initial Classes held 6/12 – 6/14 in Salt Lake City, Draper, Provo & Price
Registration open

Department of Workforce Services - Provo
Department of Transportation - Orem
Department of Human Services - Vernal

Inventory

Initial Classes held 6/20 – 6/27 in Salt Lake City & other outlying DOT locations (yet to be determined)
Registration will open week of 6/12

Make-up/Refresher classes held 6/19 - 6/30

Registration opens 6/12

-Requisitions -Receivables
-Purchase Orders -Cash Receipts
-Payables



Other refresher courses will be offered beginning the first week of July. Additional information will be available soon.

FINET Calendar

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a month-end). The FINET cycle schedule will change on most holiday weeks. Included below are the exceptions to the normal FINET schedule through July 7, 2006.

| | |
|--------------|-----------------------------------|
| Jun 2 | Open, May Month-end |
| Jul 3 | Open, First day on Upgraded FINET |
| Jul 4 | Closed, Independence Day Holiday |
| Jul 7 | Open, June Month-end |



Contact the Division of Finance

Division Receptionist
801-538-3082

Payroll
801-538-3056

Data Warehouse
801-538-3245

FINET Help Desk
801-538-9690



Financial Reporting
801-537-9081

Disbursements
801-538-3200

Office Address
Room 2110 State Office Building
Salt Lake City, Utah 84114-1031

Web Site: www.finance.utah.gov

Payroll Selected Fiscal Year-End Dates

| | |
|---|---|
| June 28 | Employee NEW year home department/unit/distribution and default coding, including salary splits, updated in the Payroll System. |
| June 28 | Agencies may run Time Sheet Check List Report for pay period 14 to view employees' home department/unit/distribution and default coding information, including salary splits. |
| June 28 | Agencies may run New hires and Transfer Report for pay period 13 and pay period 14 to view employees whose home department/unit/distribution and default coding information is different. |
| June 30 | Payday for pay period 12 |
| June 30-July 7 | Data entry for pay period 13 (all old fiscal year) |
| July 1 | The private vehicle reimbursement rate if a state fleet vehicle is available to the employee will remain 32 cents a mile. |
| July 1 | The private vehicle reimbursement rate if a state vehicle is not available will increase from 40.5 cents to 44.5 cents per mile. |
| July 1 | Payroll System security changes for new fiscal year units. |
| July 3 | Last day to change the Default Cost Distribution Charging for pay period 14 that will be effective for employees entering time through ESS.** |
| <p>** Because employees who enter their own times in ESS begin entering pay period 14 as early as July 4, changes to the "Default cost distribution charging screen" to be effective July 1, 2006 MUST be entered in the payroll system by July 3, 2006 so the correct charging is in place when employees log in and begin entering their time.</p> | |
| July 7 | Last day to enter other pay to post to old fiscal year. |
| July 7 | Last day to make changes on the Default Cost Distribution Charging screen for pay period 13 that will be effective for time entries made in SAP by time entry operators. Changes made after this date must have an effective date on or after 07/01/2006. |
| July 7 | Last day to make old fiscal year changes on the time entry screen. |
| July 7 | OLD year earnings entered after this date need NEW year coding. These are posted to FINET using fiscal year 2007. This includes commute fringe, overtime meal allowance, service and incentive awards, etc. Complete and file with the source document a copy of form FI 61E, Closing accrued Expenditure IAT—Old Year. |
| July 10 | Preliminary payroll is processed for pay period 13 (all old fiscal year) beginning at 7:00 a.m. |



Payroll Selected Fiscal Year-End Dates - con't

| | |
|-----------------------|--|
| July 11 | Final payroll is processed for pay period 13 beginning at 7:00am |
| July 14-20 | Data entry for pay period 14 (all new fiscal year) |
| July 14-Dec 22 | If an error occurred in any pay period prior to 14/2006, correcting entries will need to be made to the appropriate wage type and/or by fixing the leave balance with a quota correction. Do not change anything in any pay period prior to 14/2006. |
| July 28-Aug 4 | Data entry for pay period 15. |
| July 28-Aug 4 | Changes can be made to time entry for pay period 14 to fix errors. Only changes prior to July 1, 2006 should not be entered. |



New Form Screen

You may have noticed a new form navigation screen when you select forms from the Division of Finance web site. Please click on OLD FORMS throughout the remainder of this year. New forms, some of which are being modified, will be added gradually to the site in preparation for the new fiscal year. Be patient, we are working as quickly as we can.

If you haven't had the opportunity to participate in any formal FINET training, please take some time to at least work through the online training courses. You may reach these classes at <http://finance.utah.gov/training/courses.htm>. Remember, the more education you can get now, the more smoothly the transition to the new system will flow. Knowledge is Power!



Do you have a suggestion for the FineLine Newsletter? We'd love to hear from you! Send your comments to mpnichins@utah.gov